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3 December 1951

CAREER SERVICE COMMITTEE

Working Group on EMPLOYEE RATING

Minutes of 7th Meeting, 28 November 1951, 10:30 A.M.

Present:

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1. The minutes of the 6th meeting of 21 November were read and accepted as corrected.

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2. [redacted] reported on the Career Service Committee meeting with the Chairmen of the various Working Groups. [redacted] Chairman of the Working Group on Selection Criteria had subsequently prepared a paper entitled, "Informal Meeting of Working Group Chairmen" for the use of the Career Service Committee. [redacted] reply to this paper was read.

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3. Paragraph 3A of [redacted] reply, concerning the way in which Working Group members will keep their respective Offices informed, was discussed. Each member of the Group agreed to "keep his Office Head advised of tentative solutions in order to assure later formal and timely support".

4. Paragraph 3C of [redacted] reply, concerning circulation of minutes of each Working Group to all the other Working Groups, was discussed, and it was agreed that a procedure that will produce a summary of past meetings and provide a routine for publishing and distributing minutes of ensuing meetings should be adopted. It was tentatively agreed that the deadline for first copy would be 7 December 1951 COB.

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5. It was agreed that the [redacted] draft paper "Decisions in Developing an Appraisal System" be adopted as a guide for the Working Group, as an agenda to be systematically resolved, and that points therein be taken up in suggested reverse order. (see attached revised copy)

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6. It was agreed a) that paragraph 1 of [redacted] paper is answered by paragraph 4 of minutes of the 5th Meeting of this Working Group which states "the primary purpose of an employee evaluation system is to insure for the Agency and the employee the best use of his attitudes, knowledges, skills and interests", and b) that the whole approach to evaluation will

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necessarily be an empirical rather than a scientific one.

7. It was agreed that a list of qualities and characteristics appropriate and desirable for evaluation purposes be prepared in draft by [REDACTED] before the next meeting.

8. [REDACTED] was requested to prepare a statement for the next meeting on how to set up a program for adoption and acceptance of evaluation forms and procedures.

9. The next meeting was set for 10:30 A.M. 5 December 1951.

10. The meeting adjourned at 12:05 P.M.

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Dist: [REDACTED]

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